

CLEMSON UNIVERSITY
COMMISSION ON CLASSIFIED STAFF AFFAIRS
EXECUTIVE COMMITTEE MINUTES
SEPT. 4, 1990

PRESENT: RON HERRIN, JUDI NICKS, BEN MORTON, JO McANALLY, RUTH TAYLOR,
JANA MIZE, LYNN BELDING, RAY THOMPSON

Ruth called the meeting to order at 10:05am with corrections to the minutes of the Aug. Executive Committee.

The following announcements were made:

1-A reminder that our guest speakers for the Sept. Commission meeting will be Allen Dunn, Faculty Senate President, and Joyce Christenbury, Unclassified Extension President.

2-A sheet of proofs from photographs of Commission officers was passed around. Anyone interested in receiving a copy of any of the proofs needs to contact Cynthia Gasey in the photo lab at 656-3204.

3-Ruth asked for questions from any of the committees for our speakers at the next Commission meeting. Jo McAnally wanted to make sure that the topic of how the Faculty Senate President and the Unclassified Extension Senate President felt about working with the Commission on issues which concerned all three organizations.

4-Ruth reported that she had received several telephone calls from staff about the status of a resolution which we passed last Dec. concerning "Staff Representation on Search and Screening Committees." After tracing the resolution, Ruth found the resolution to have reached the Faculty Senate, but no further action is recorded. Ruth has asked Allen Dunn to check on the status of this resolution and she will have a report available for the Sept. Commission meeting.

5-The following Commission members have resigned and their replacements are as listed:

Verna Howell - replacement - Mary Jo Williams
Gary Lemmon - replacement - Anolyn Watkins
Bonnie Stevens - replacement - Sandy Smith

Bonnie Stevens had been serving as vice-chair for the Commission, an election will be necessary to place someone in the office. Ruth said that she felt that for the best interest of the Commission that we should not rush into an election because we have several members who are new to the Commission and would perhaps serve in this position once they felt comfortable as part of the Commission. As a result of several members resigning we have a larger percentage of new members verses established members to

elect from. Ruth also pointed out that we did not want to wait too long to elect a vice-chair because this person would need to have time to spend on the Executive Committee and with the chair to better prepare them to serve as chair for the Commission for the 1991/92 term. After much discussion Judi Nicks made the following motion:

That we make mention of the vacancy of the vice-chair at our September Commission meeting and at the same time announce that we will receive nominations for this position at our November Commission meeting, and that the election will take place at our December Commission meeting. Jo McAnally seconded the motion and with no further discussion the motion was voted on unanimously.

With no further items from the chair the floor was opened for other issues.

Ray Thompson expressed some concern that he felt about the status of a resolution that we passed last year about department heads allowing representative on the Commission time to meet with their constituents. Ray asked if a memo could be sent to the department heads reminding them of this and another memo be sent to representatives to encourage them to meet with their constituents. Ruth said she would locate the resolution and send copy of the resolution along with the memo to the department heads and each representative.

Ray Thompson asked to be excused at this time for a very important policy meeting within his department. Before leaving Ray asked us to review the draft of the new staff handbook and report back to him. Ben Morton, chair of the Communications Committee reported that this had already gone before his committee and that they would be meeting tomorrow to discuss the document. Ruth agreed to contact Melissa Marcus in personnel and have a copy of the handbook sent to each member of the Executive Committee to review. Ben will bring a report back from the Communications Committee for our Oct. Executive Committee.

With no further items from the floor committee reports were given as follows:

Policy: Lynn Belding-interim chair for the Policy Committee gave the report.

Lynn passed out the results of the parking survey, with the concerns listed ranked on a scale of 1 to 4 (4 being of highest concern). The Policy Committee will address each of these issues in order of importance based on these survey results, with the four top issues being a) prohibit freshmen residential students from registering cars, b) revise the hang tag system, c) Create a special perimeter lot for university-owned vehicles. Require those departmental vehicles parking in employee spaces to have decals, and d) publish the parking and vehicle registration budget annually.

Policy Committee has also been discussing the attendance of representatives to the Commission meeting and committee meeting. Some members are not attending any meetings and have not been present for some time. Policy wanted the Executive Committees input. Ruth said that she felt that we needed a written policy concerning the issue. Several ideas of how this policy should be addressed were mentioned. Ruth asked Lynn to take these suggestion back to the Policy Committee and to bring back to the Executive Session a written policy for further discussion and to present to the full Commission for a vote. After the policy is approved Communications Committee will be asked to set up a form concerning attendance based on this policy. This form will be signed by each Commission member expressing agreement to comply prior to serving on the Commission.

The last item of business from the Policy Committee was to report that they are working on another item on their agenda concerning the policy on professional leave.

Welfare: Report was given by co-chair Jo McNally.

Jo reported that their committee is also working leave, but for study purposes rather than professional leave. She felt that these two committees might need to get together because there would be some overlap of concerns. Lynn agreed and they will get together and discuss for clarification.

Jo presented a resolution from the Welfare Committee for review by the Executive Committee concerning compensation. After reviewing the resolution there were some concerns about the wording and accuracy of the information. Jo noted these comments and will take the resolution back to committee for further study to present at our Oct. Executive Committee meeting before the resolution goes before the full Commission for a vote.

Communications: Ben Marton, chair gave the report.

Ben presented a draft for the hazardous weather brochure. Everyone was very pleased with the information in the brochure. There were two concerns. The policy concerning making up time lost due to hazardous weather if the University is not closed, and the other concern was with the format of the brochure itself. Ben will take both of these issues back to committee and present a final brochure with these two concerns addressed.

Ben reminded everyone of the Benefits Fair in Oct. and went over the information and format of the sign up sheet for Commission members to sign. This sign up will be presented at the Sept. meeting of the Commission. Jo suggested that Ben send each member a copy of the sign up sheet once it was complete to serve as a reminder of when they agreed to be at the booth, because the attendance of representatives was low last year. Ben agreed that this would probably be helpful, and that he would give it a try.

The newsletter is underway and the first issue will be out soon. Ben asked if the

Executive Session would like to see a draft of the newsletter prior to its distribution. Ruth said that she did not see where this would be necessary, that we could work with comments as we received them after distribution of a few issues.

Ben asked if the Communications Committee should continue working on the Scholarship publicity until a new vice-chair was elected for the Commission. Ruth said that she would like to see their efforts continued. Ben has arranged for pictures and a news story for the first recipient of our scholarship to be done thru Debra Andrews, editor of the Clemson Weekly. We will hopefully have this done in time for the Benefits Fair, because this will be great for our scholarship campaign. Ben also wanted to know where our scholarship brochures were. Judi Nicks said that they were done by the Development Office and that they should be willing to provide us with additional brochures for the Benefits Fair.

With no further items of business from the committees the floor was opened for any final items of business.

Jana Mize, treasurer reported that our account was now officially in the Personnel Office under Ray Thompson and that we now had a new account number.

Ruth announced that we would be holding our Executive Committee meetings on the first Tuesday of each month at 10:00 in the Conference Room of the Library unless otherwise notified, because of the length of our meetings, and conflicts with lunch schedules. With no further business the meeting was adjourned at 12:20.

Recorded by: Ruth Taylor